



**Department of Health and Human Services  
Office of the Commissioner  
Policy and Procedure Statement**

Policy # DHHS-18-05

Issue Date: 12/16/05  
Revised Date:

**I. SUBJECT**

Fire Drill and Emergency Action Policy

**II. POLICY STATEMENT**

Each Building Coordinator and/or Regional Manager/Office Director will develop an evacuation plan for approval by the Deputy Commissioner for Operations and Support or designee.

The designated Building Coordinator will be responsible for all internal safety measures.

Each Building Coordinator will coordinate fire drills on a regular basis.

**III. RATIONALE**

It is important to ensure a mechanism exists which assures the prompt evacuation of all staff in the event of an emergency.

**IV. PROCEDURE STATEMENT**

The procedures outlined below will be followed for prevention of fire and responding in the event of a fire;

**A. Fire prevention and procedures:**

Prevention includes safe housekeeping practices in keeping corridors, stairways, hallways, and fire doors closed and clear.

Keep flammable liquids in appropriate containers and in storage areas.

In the event of a fire, activate the nearest alarm, evacuate the building, and call the emergency number 911 and provide the following information:

1. Nature of the fire emergency
2. Location of the Fire Emergency
3. Extent of the Fire Emergency
4. Name
5. Entrance locations
6. Remain on the line

**B. In the event of a Natural Disaster, seek an area of safety that is not located on an outside wall. Report all damage to your supervisor. Remain in a safe area until you receive instruction concerning the safest possible evacuation route.**

- C. Should an emergency occur, utilize the following evacuation procedures prescribed for your location:
- a. Do not use the elevator.
  - b. Secure valuables quickly.
  - c. Close all doors in immediate work area.
  - d. Exit in an orderly manner using the nearest safe exit route.
  - e. Provide assistance to all employees or visitors as needed.
  - f. Once outside, merge with other people and move away from the building to your designated area.
- D. Medical and First Aid Emergencies:
- a. Call emergency number and provide the nature of the medical emergency, location, name, and remain on the phone.
  - b. Remain with the injured person unless it is absolutely necessary.
  - c. Send someone to meet the emergency responders to escort them to the ill or injured person.
- E. Vehicle Accident:
- a. Call ambulance or police.
  - b. Take action to prevent further damage/injury at the scene of the accident.
  - c. Do not discuss the accident or sign any papers for anyone except your supervisor, law enforcement, or a properly identified State Risk Management representative.
  - d. Be sure to obtain all facts and information about the accident including names and addresses of witness.
  - e. You must call Risk Management Division immediately if there is any injury or property damage. A written report is to be submitted to State Risk Management within 24 hours.

## V. DEFINITIONS

**Building Coordinator** – Each building will be assigned a coordinator who will be responsible for internal safety measures. The coordinator will be appointed by the appropriate Regional/Office Director or Deputy Commissioner for Operations and Support.

**Evacuation Plan** – The plan will consist of building layouts marking all means of egress, fire extinguishers, first aid kits and any emergency/rescue training employees' names and phone numbers. The plan will be posted on all bulletin boards and a copy distributed to every employee by the building coordinator. It is the responsibility of every supervisor to supply this plan to all employees hired after the initial distribution

**Internal Safety Measures** – The measures that should be taken are included but not limited to:

- Maintenance of first aid kit
- Distribution of emergency phone numbers to all staff with phone clearly labeled.
- Report of all building hazards to the Deputy Commissioner of Operations and Support.

**Regular Basis**

- 0-20 Employees – Twice a year
- 21-50 Employees – Three time a year
- over 50 Employees – Four time a year

**VI. DISTRIBUTION**

All employees, via email and hard-copy postings on designated bulletin boards.

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12/16/05

Effective Date

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John R. Nicholas  
Commissioner